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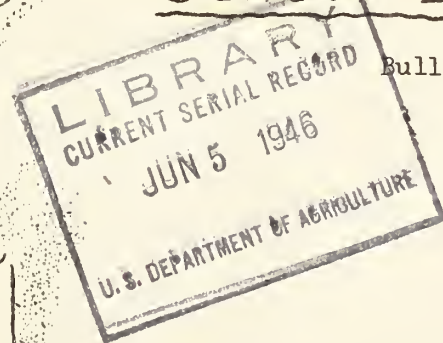
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"Merry Christmas"
- and a -
"Happy New Year"



UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
347 Dakota Avenue, South
Huron, South Dakota

School Lunch "Newsletter"



Bulletin No. 4, December 1945

"....and he who gives a
child a treat makes joy-bells
ring in Heaven's street." - Masfield.

- PEACE AND GOOD WILL -



School Lunch Committee

Members of the Committee

President: Mrs. J. H. Smith
Secretary: Mrs. J. H. Smith
Members: Mrs. J. H. Smith, Mrs. J. H. Smith, Mrs. J. H. Smith

VALUES AND BENEFITS

In what way do you think your School Lunch Program benefits your school and its services to the community? Does the lunch program only mean the "feeding" of children or does it hold the essential place it should in the school's over-all nutrition program? What hidden values do you sense or realize? Be assured we would appreciate hearing from you as to your thinking and comments in this connection.

RURAL PROGRAMS

If any of the rural schools participating in the School Lunch Program have found a certain way or system of operating their programs rather extraordinary, we would be highly pleased to have such schools write us all about it in detail so that the information can be sent to our Washington Office for their knowledge and use. We are anxious to receive an outline or story of the plan carried on in any school that finds a special way to do things so that our office can also pass the information on and help other rural school sponsors thereby. General improvement of programs is bound to be the result. Send your story today!

SPONSORS DOING GOOD JOB COMPLETING AND SUBMITTING MONTHLY CLAIMS.

We note a general improvement in the completion of the monthly School Lunch claims and more prompt submittal of them by sponsors. It is gratifying to see this as it helps our office speed up approval of claims for reimbursement and facilitates prompt and early payment to schools and sponsors. Thanks a lot!!!

HOW ARE YOUR SUPPLIES?

Please look over your supplies of School Lunch forms at this time. Many claims are delayed each month in instances where sponsors haven't kept sufficient stocks of forms on hand. Check over the blanks of CCC-109 and FDA-564. If you are in need of additional forms, please send in your request today for a three months supply.

ATTACH SUFFICIENT POSTAGE TO MAIL

Delays and inconvenience to sponsors result when mail sent by them reaches us "Postage Due." Our office has no way of taking care of insufficient postage and it is necessary to have such mail returned to the sender. To avoid delays and to assure yourselves of prompt delivery of important correspondence, school lunch claims, and similar communications, please be sure to attach sufficient postage to all mail.

REIMBURSEMENT ALLOWABLE FOR ONLY ONE MEAL PER CHILD PER DAY

Reimbursement to sponsors is allowable for only one meal or lunch per child per day, with such meal or lunch being served at noontime. Although a few schools taking part under the cash reimbursement plan are operating a system of serving two or three meals per day to children, reimbursement may be claimed only on the basis of one meal or lunch per child per day, - namely, the noon-day meal. Food purchases, records, and accounts for the "reimbursable meal" must be segregated by the sponsor from other meals served during the day so as to assure full compliance with the provisions of the USDA Agreement and with procedures for preparing reports and claims each month. While schools have adults supervising the youngsters at noontime and eating at the lunchroom, claim for federal reimbursement cannot be made for meals served to cooks or teachers but only for meals served to children attending or visiting the participating school. Sponsors are expected to supply or provide for such additional quantities of the foods used to cover both the meal requirements for the children and extra portions needed for the additional persons served.

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Section 1

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Section 2

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Superintendent Mentor says:



1. We hope to make "1946" the best year yet, not only in school work but also in our lunch program.
2. While the youngsters will be out for Christmas vacation we plan to use some of the time to good advantage in cleaning up and redecorating our kitchen and lunch-room. We also plan to check our tableware and to replenish whenever possible any shortage in utensils, dishes, etc.. No doubt most of you folks have similar plans along these lines.
3. I have found that by careful study of the instructions on how to fill out Form CCC-109, we were able to submit accurate and correct claims. After you prepare one claim correctly, you'd be surprised how easy it is to get others right. Whenever I need to sign claim blanks or any other School Lunch forms, I always sign in ink, and I find that my papers never need to be returned to me requesting signature to be "in ink or indelible pencil." This has saved me a lot of time and helps from delaying our reimbursement checks.
4. We have found it to our advantage, as well as to that of patrons, to invite our School Board and PTA to visit the school lunch-room and to eat with the youngsters. This seems to be the best way we know of showing parents and patrons what we are doing in this worthwhile program. We also have found folks ready then to stand by us and to help in different ways of support when the same is needed because they, too, have had a chance to realize the importance of the program to the community and the benefits to the youngsters of our school.

AUDITS AND ADMINISTRATIVE REVIEWS

Keep all your School Lunch records, bill, receipts, etc., together in a file or envelope. These should be handy for ready reference at all times. They are always needed when the Production and Marketing Administration makes an administrative review of your program. Likewise, accurate and complete records, adequately kept, are a point of good business as well as a protection for sponsors. They will prove definitely and directly helpful to you in the event an audit is made of your school lunch program operations.

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